

Easiteach Next Generation

1. Splash screen



The Easiteach splash screen will display, providing quick access to some of the key features. These are:



New

This allows you to create a new document.



Open

This allows you to open a previously saved document.



Recent documents

This displays the five most recently opened documents. Select one to open it.



Activities

This allows you to open the bank of activities and templates that comes with Easiteach.



My Easiteach

This opens the My Easiteach settings tool, where you can choose where the main navigation menu appears or change your preferred default font or language.



Easiteach.com

This opens the Easiteach website.

2. Easiteach menu bar

The Easiteach menu bar is the main navigation bar and appears by default along the bottom of the screen. From this menu bar you can launch different functional areas to the left hand side of the menu bar and common function buttons to the right hand side.



Common function buttons:



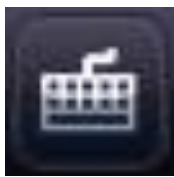
Select mode

Clicking this button updates the mouse pointer to show you are in select mode. You can now select objects and perform actions on them. To select multiple objects, whilst within select mode, hold down the Ctrl key and click on the required objects.



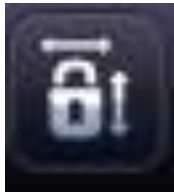
Play Mode-

Clicking this button allows you when playing or moving objects.



Keyboard-

Clicking this button allows you access a keyboard.



Lock Ratio

Clicking this button allows you keep pictures in ratio when resizing



Pan

Clicking this button allows you to pan around the page whilst you are zoomed in.



Zoom in

To zoom in on a page, select this button which will zoom in on your current page x1. This can be selected multiple times.



Zoom out

To zoom out after you have zoomed in, select this button which will zoom out x1. This can be selected multiple times until you can see the full page at the standard view.



Cut button

To cut an object in Easiteach, you first need to have it selected and then click this button. The selected object is cut to the clipboard and the object is removed from the page.



Copy button

To copy an object in Easiteach, you first need to have it selected and then click the copy button. The selected object is copied to the clipboard and also remains on the page.



Paste button

To paste an object in Easiteach, you need to have either previously copied or cut an object. This button pastes the current clipboard item onto the page and it is only active when there is an item on the clipboard. It will only paste the last item that has either been cut or copied.



Undo button

To undo the last action performed on the page you can select this button. It is only active when an action has already been performed. This feature works on a page-by-page basis, so if you navigate to another page and select undo, the last action performed on that page will be undone.



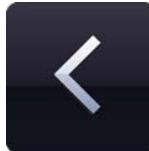
Redo button

To redo the last undone action performed on the page you can select this button. It is only active when an action has been performed. This feature works on a page-by-page basis, so if you navigate to another page and select redo, the last action performed on that page will be redone.



Delete button

To delete an object from the page you must have an object selected. This button is only active when an object is selected. The object does not get copied to the clipboard.



Back one page button

To return to the previous page in the current document you can select this button. It is only active if there is a previous page to navigate to.



View storyboard

To view your Easiteach document as a storyboard you can select this button which will display document pages in a page sorter. You can see thumbnails of all the pages in the document, add and delete pages and cut, copy and paste pages. If you click twice on a page the page will display in full. The storyboard button updates to show you which page number you are viewing.



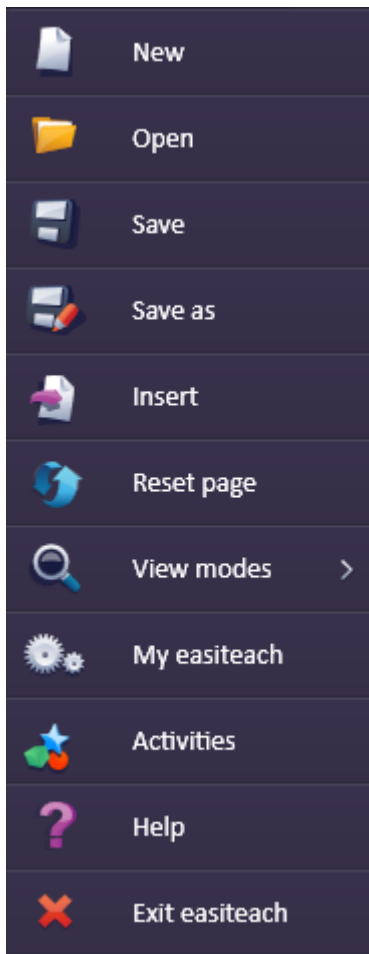
Forward one page button

To progress to the next page in the current document you can select this button. The button is only active if there is a next page to navigate to.



If there is no next page to go to, this button will become an 'add page' button. Clicking the 'add page' button will add a new page directly after the currently selected page.

3. menu



New

This allows you to create a new document.

Open

This allows you to open a previously saved document.

Save and Save as

This allows you to save your Easiteach creation

View Modes- storyboard, split screen, full screen, spotlight, glass mode, curtain reveal, sidebar

My Easiteach

This opens the My Easiteach settings tool, where you can choose where the main navigation menu appears or change your preferred default font or language.

Activities

This allows you to open the bank of activities and templates that comes with Easiteach.



My Easiteach

This option enables users to change your Easiteach application or document settings.

The **General settings** option opens the My Easiteach tool, where you can choose the application settings according to your needs. The aspects which can be configured are:

- **Choose language** - where you can choose your language.
- **Default save location** – if you want to change the default save location, a Windows® pop-up will display when 'Change' is selected, which enables you to alter the save location.
- **Default voice** – where you can choose your preferred voice.
- **Default font** – where you can choose your preferred font.
- **Default font size** – where you can choose your preferred font size.
- **Location of main toolbar** – where you can choose to position the toolbar, at the top or bottom of the screen.
- **Default audio input device** – where you can select the default audio device used for recording sound. The properties of the audio device can also be set by selecting the 'Properties' button. *Please note, when you have completed your required settings you must select 'Apply', before 'OK', to ensure your changes are applied.*
- **Default video input device** – where you can select the default video device used for recording video. The properties of the video device can also be set by selecting the 'Properties' button. *Please note, when you have completed your required settings you must select 'Apply', before 'OK', to ensure your changes are applied.*
- **Default colours** – if you click on the stroke and fill colours, a colour palette displays allowing you to choose your preferred default colours.

The **Page settings** tool allows you to choose the default settings for each page of your document according to your needs. The aspects which can be configured are:

- **Page size** - where you can choose a suitable page size. The default is 4:3. *Please note, this changes the page size for the entire document.*

- **Page orientation** – where you can select landscape or portrait page orientation. The default is landscape. *Please note, this changes the orientation for the entire document.*
- **Background image** – where you can browse for an image to add to the background of the page. *Please note, this will apply the background chosen for the current page only.* If you want to remove the background image, delete the file location from the field.
- **Background colour** – where you can select a background colour for the page, using the colour picker. The default is white.
- **Background image stretch option** – where you can select how the background image is stretched to fill the page. Click on one of the four options. The default is 'Do not stretch'.
- **Background image position** – where you can select where the background image should be positioned, by clicking one of the nine available screen positions. The default is top left.

4. Drawing tools

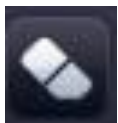
The drawing tools are accessible by selecting the drawing tools button on the Easiteach menu bar. The tools available are as follows:



Pen tools



Highlighter tool



Eraser

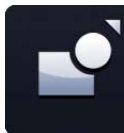


Shape recognition tool

The shape recognition tool enables you to draw shapes freehand on the whiteboard.

Easiteach then transforms them into shape objects. To use this tool click the shape recognition button and then draw a shape on the canvas. Easiteach will try to recognise it and will turn it into a shape with sharpened edges. If the shape is not recognisable a message will display advising 'The shape couldn't be recognised.

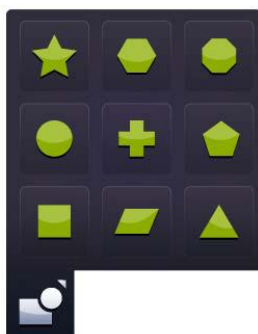
Please try again.'



Shape tools

This option opens the shape tools menu. The shapes available to choose from are:

- star
- hexagon
- octagon
- circle
- cross
- pentagon
- square
- parallelogram
- triangle





Line tools

This option opens the line tools menu. The lines available to choose from are:

- unbroken line
- unbroken line with arrow (at the start)
- unbroken line with arrow (at the end)
- dotted line
- dotted line with arrow (at the start)
- dotted line with arrow (at the end)
- elbow connector line (drawn as a shape)
- right-angle connector line
- callout line



Line width tool

This option allows you to preset or change the line width, by selecting a different width from the menu.



5. Text tools

Text tool menu

From this menu you can select three text tools:



Handwriting recognition tool

This button launches the handwriting recognition tool installed with your operating system. You can now write freehand on the canvas. Easiteach will try to recognise it and will create a new textbox with the text inside (or add text to an existing one if you have a textbox selected).



Create a textbox

When you select the text tool option the mouse pointer updates to show that the 'create a textbox' tool is selected. Click and drag to create a textbox. You can type text immediately.

If you select a textbox whilst in select mode, it appears in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc. To edit the text inside the box, double click the textbox, highlight the text you wish to change and complete your changes.

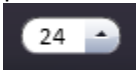


Text tool



Font picker

To choose a different font click on the font picker and the menu displays with a scrollbar allowing you to search through all the available fonts. The first five fonts shown are the last ones you have used. All the other available fonts are based on what you have installed on your computer. The chosen font will appear in the font picker until you choose a different font or select another piece of text with a different font.



Font size picker

To pick a different font size, click on the font size picker and the menu displays with a scrollbar allowing you to search through all the sizes available, ranging from font size 10 to 90. Your chosen size appears in the font size picker until you choose a different size or select another piece of text in a different size.



Advanced text tools

The advanced tools associated specifically with textboxes are accessed by clicking the arrow button in the middle of the text properties menu. This displays the advanced text tools menu

bar showing additional options.



Cloze tool

This allows you to create a cloze (missing words) activity. Click on the cloze button to activate it. The cursor will update to show that the cloze tool is active. Next, click the words you want to remove – these are removed and replaced with a standard-sized line (irrespective of the number of characters in a word, so it isn't easy to guess the answer). If you want to make the gaps bigger, just add more underscores to the textbox in the appropriate place. You must click on the cloze button again to deactivate the functionality.

The removed words are automatically added to the word wallet and can be dragged back into the textbox wherever an underscore exists.



Remove punctuation tool

This allows you to remove the punctuation from a textbox. First you must select the textbox using the select button, so the bounding box displays, and then click the remove punctuation button. The punctuation is removed from the textbox and is automatically added to the word wallet. The punctuation is replaced by one space per character. The punctuation within the word wallet can be dragged onto the textbox and will snap into place in a space where punctuation previously was.



Word wallet

The word wallet is a temporary store for words and punctuation which can be dragged onto Easiteach pages. Words are moved to the word wallet when you use the cloze tool. To view the word wallet click on the word wallet button to display it. It will be empty when first opened, unless you have already used the cloze tool or remove punctuation tool to remove content from a textbox. *Please note, the text properties (size, colour etc) are not shown whilst the word is inside the word wallet.*

6. Multimedia bank

The multimedia bank enables you to search for and add multimedia assets to a page. It is accessible by selecting the Multimedia button on the Easiteach menu bar. You can browse assets using left and right arrows. On opening, the Multimedia bank will display the multimedia asset pack which you installed with Easiteach. All assets are displayed in alphabetical order, according to their name.

There are a number of ways you can search for a media asset to add to your page.

- **Search for items by keyword** - enter a keyword in the appropriate field and any assets which are named or tagged with this keyword will be displayed in the results window.
- **Filter items by category** - browse by topic using the filter menu which has different categories such as Animals, Geography, Music and Videos.
- **Filter items by file type** –select the relevant tick boxes to display the specific file types you require. The available file types available are Audio, Illustrations, Interactive, Photos, Video and Documents.
- **Filter items by Media bank** – filter by 'Easiteach Media Bank' which is just the multimedia items included with Easiteach or by 'My media bank' which is just the items you have added.

Search results are displayed in a single line and you can scroll through using the left and right arrows. The number of results found is displayed at the bottom right hand side of the results window. To add an object from the Multimedia bank to your page, drag it from the results window onto the page.

7. Widget bank

The Widget bank allows you to search for and add widgets to a page. It is accessible by selecting the Widget button on the Easiteach menu bar. You can browse widgets using the left and right arrows. To use the widget once it is positioned on the page, click away from the widget to release the bounding box. To display the bounding box again, look for the icon in the top left corner of the widget and click on it. The widget can now be resized, rotated, duplicated etc. Widgets can be dragged offscreen, resulting in the circular select option not being shown. To reselect the widget, draw a marquee around it.

Widgets always save the state they are in, so if you navigate away from the page and then return to it, the widget will remain as it was when you left the page.



Calculator

The on-screen calculator performs functions typically found on a standard calculator. You can either click buttons on screen or use the buttons on the number pad on the keyboard (if the Num Lock button is selected). More advanced and scientific functions are available in the Scientific calculator widget.



Scientific calculator

This widget is an on-screen calculator, where you can perform a number of advanced\ calculator functions. As with the standard calculator, you can use the number keypad on the keyboard or click on the on-screen buttons.



Clock

The on-screen clock has a choice of digital or analogue display, different time zones and chime types. To amend the properties of the clock, select the settings button on the righthand side of the clock face and the Clock settings menu will open.



Dice

This is a two-dice widget, ideal for use during game play. Click on the dice cup and the two dice will be shaken.



Chart maker

Bar charts, pie charts or line graphs can be created by entering data into the table. You can complete up to ten of the 'Label' and 'Value' fields. When each label and value is entered the chart will update accordingly. A title can be added and the chart format can be chosen.



Randomiser

This widget contains a range of games created using a randomiser. The games provided include:

- Addition and Subtraction, which randomly displays addition and subtraction sums for pupils to calculate and answer;
- Animals Quiz, which randomly displays animal-related questions; Around the World Quiz, which randomly displays geographical-related questions;
- Word Builder, where pupils suggest words using as many of the letters displayed as possible;
- Multiplication and Division, which randomly displays multiplication and division sums for pupils to calculate and answer;
- Synonyms and Antonyms, where pupils suggest words opposite or similar to the word displayed;
- Bingo.

To view all the games, use the arrows to the right and left of the window. You can choose one of the games already provided or create your own using the 'Create new' menu.



Word randomiser

This widget uses the randomiser functionality to create a range of word-based games. The games provided in the widget are:

- Starts With / Ends With, where pupils suggest words which start and end with the letters provided;
- Plurals, where pupils suggest the plural of the word displayed;
- Word Builder, where pupils suggest words using as many of the letters displayed as possible;
- Synonyms and Antonyms, where pupils suggest words opposite or similar to the word displayed;
- Rhyming Words, where pupils decide if words rhyme or not;
- Silly Sentences, where random words are displayed to create a silly sentence;
- Prefix Snap, where pupils match a word and its correct prefix;
- Suffix Snap, where pupils match a word and its correct suffix.

To view all the games, use the arrows to the right and left of the window. Alternatively you can create your own activity using the 'Create new' menu.



Number randomiser

This widget uses the randomiser functionality to create a range of number-based games. The games provided in the widget are: Addition, Subtraction, Multiplication and Division. To view all the games, use the arrows to the right and left of the window. You can choose one of the games already provided or create your own using the 'Create new' menu.



Science question maker

This widget uses the randomiser functionality to create a range of science-based question banks. The topics included in the widget include: Cells, Energy Resources, Forces, Electrical Circuits, The Solar System and Solids, Liquids, Gases. To view all the games, use the arrows to the right and left of the window. You can choose one of the topics already provided or create your own using the 'Create new' menu.



Writing challenge

The writing challenge is a random writing ideas generator that can be used to inspire pupils with ideas for a story, poem or play. You can choose one of the games already set up or create your own. The widget is pre-loaded with genres and appropriate related words. To view all the games, use the arrows to the right and left of the window. After selecting a genre, the user then clicks the 'Spin' or 'Spin all columns' buttons to generate a story type, adjective, noun and a location idea for their story, poem or play.



Navigator

The Navigator is an excellent tool for teaching directions as it lets you move its 'locator' around the page, using directions from a keypad. You can choose to record the path of the locator and play it back to show pattern creation. The navigator can be used over an image, such as a map or aerial view. The widget loads in two parts: one is a keypad with various controls and the other is the locator. You click the direction buttons on the keypad to move the locator around the screen and you can choose the way directions are displayed.

Other actions can also be modified – as you move the locator around the screen the path drawing can be shown or hidden using the 'On' and 'Off' radio buttons. The 'Delete path' button erases the entire line and the 'Record moves' button allows you to record the actions, storing information about the movements of the locator, which can be displayed again by clicking 'Playback moves'. If you physically move the locator with the mouse whilst recording, it will stop recording. The locator will only record its movements when it is moved with the on-screen direction pad. The 'Path length' scroll allows you to change the size of the distance moved upon each click.



Periodic table

This widget explores the elements of the periodic table. When an element is clicked a description displays, along with the various properties of the element.



Picture reveal

This widget can be placed over the top of an image to create a picture reveal activity, enabling pupils to guess the identity of the image. There are three levels, which allow you to adapt the game for different abilities, and two formats, either jigsaw puzzle shapes or squares. Once 'Play' is selected, each time a piece is clicked on, it becomes transparent and part of the picture behind is revealed.



180° Protractor

This is a 180° protractor that can be laid over items on the page to measure their angles. To measure an angle, place the protractor appropriately and then move the measuring line. The measuring line is positioned on the left, but this can be changed by clicking the arrow in the middle. The protractor will measure an angle up to 180°.



360° Protractor

This has the same functionality as the 180° protractor, but items can be measured up to 360°.



Ruler

This is a 15 centimetre / 6 inch ruler that can be laid over items on the page in order to measure them. The positioning of centimetres and inches on the ruler can be changed by clicking the arrow in the middle.



Sudoku

The Sudoku widget is ideal for game play. You can play a randomly generated game from a selection of three levels: Beginner, Intermediate or Expert



Timer

This on-screen stopwatch can count to a specified time and will alert you when the time is reached. As with the clock widget, the settings are edited by selecting the settings button.

You can select a time to countdown from in minutes and seconds (by using the arrows), add your own alert message or choose an alarm sound. 'OK' must be selected for the change to be implemented. If you wish to time something, deselect the 'stop timer in' option and the timer can be stopped, started and reset using the buttons at the top of the stopwatch.



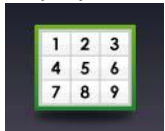
Wordsearch

The Wordsearch widget is ideal for game play. It allows you to run pre-defined games or quickly create your own wordsearch games for pupils to play against the clock. If you choose 'Create my own game', a screen appears with text input boxes for you to enter words for the game. Type the words into the boxes and click the 'Create' button to create the game. It will load, displaying the wordsearch grid with the option to hide or reveal the words to find. A timer commences when the game starts. To highlight words, click and drag over the letters in the grid and the selected letters will highlight – the highlight will remain if the word chosen is correct. If you choose a 'Ready made game', a screen appears with a choice of topics and on selection of a topic the game begins.



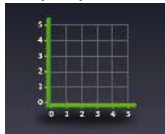
Number lines

This widget enables you to create a number line or choose a pre-defined one for your page. You can choose from a list of ready-made number lines or create your own by selecting 'Custom' and completing the fields. The numbers on the line can be selected and dragged away and returned, providing the basis for an activity on completing missing numbers. Objects (such as shapes, text boxes, media items) can be added to the number line to create a timeline and these will lock to the line, rather than remaining independent, so if you move the number line, the associated objects will move as well. If you need to change the current settings, select 'Change settings' from the accelerator menu and the original screen will display, which will allow you to make your amends.



Number grids

This widget enables you to create a number grid or choose a pre-defined one for your page. You can choose from a list of ready-made number grids or create your own by selecting 'Custom' and completing the fields. The numbers on the grid can be selected and dragged away and returned, providing the basis for an activity on completing missing numbers. If you need to change the current settings, select 'Change settings' from the accelerator menu and the original screen will display, which will allow you to make your amends.



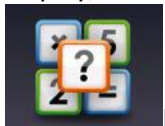
Graphs

This widget enables you to create a graph or choose a pre-defined one for your page. You can choose from a list of ready-made graphs or create your own by selecting 'Custom' and completing the fields. Shapes can be added from the shape tools menu to the graph to create a bar chart and these will lock to the graph, rather than remaining independent, so if you move the position of the graph the shapes will move as well. If you need to change the current settings, select 'Change settings' from the accelerator menu and the original screen will display, which will allow you to make your amends.



Fractions

This enables you to create a fraction, which can include a whole number, or choose a predefined fraction for your page. If you need to change the current settings, select 'Change settings' from the Accelerator menu and the original screen will display, which will allow you to make your amends.



Equations

This widget enables you to quickly display mathematical functions and equations. Create your equation by dragging numbers, mathematical functions (+, -, ÷, ×), and fractions onto the top area. When you add the = symbol a question mark appears; click on this and the widget will perform the calculation. As only numbers 0-9 are available, if you want to add a number with two or more figures, click and drag the first number on to the page and then add the other one on top. For example, if you want to add the number 12, click 1 and drag it on to the page and then click and drag the number 2 and drop it on top. The same applies to if the blank fractions are added to the page. The numbers you require can be clicked and drop in the fields.